

# **GAHANNA POLICE DEPARTMENT**

## **Statement of Hiring Standards**

In order to work as a Police Officer in the State of Ohio, including the City of Gahanna, Applicants **MUST** be certified by the Ohio Police Officer Training Academy. To determine if you are able to meet these requirements, please review the hiring standards below. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a polygraph examination.

### **CRIMINAL CONDUCT**

Commission of criminal acts is directly contrary to the respect for law required of a Police Department Employee. A list of representative criminal offenses (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that are cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it must be remembered that it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Police Department Employee for the City of Gahanna:

1. Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903. This shall include all homicide, all assault, menacing, stalking, hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault (except vehicular homicide 2903.07), menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.
2. Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905. However, a single incident of unlawful restraint or coercion, which occurred at least to (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
3. Any serious sex offenses as defined in the Ohio Revised Code Chapter 2907. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.
4. Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering

related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

5. Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
6. Any theft or fraud offense is defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
7. Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
8. Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
9. Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any arrest, conviction or convictions of a lesser included offense related to domestic violence or menacing by stalking shall be automatic disqualifications.
10. Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, speculation, and impersonation of officer's related offenses.
11. Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to section 2923.12, carrying concealed weapons, a single incident of improperly handling a firearm in a motor vehicle, section I(4), or

misconduct weapons offense, which occurred two (2) years before investigation, will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.

12. Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927. This shall include offense against a human corpse, interfering with housing, desecration, and ethnic intimidation.
13. Controlled Substance Use. An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the investigation. Personal use shall be defined as, "Use considered by a person of normal sensibilities to satisfy one's curiosity or an experimental urge." The investigator shall consider the number of times that an applicant used the substance, the type of substance or substances used, along with the applicant's overall background and character in determining suitability for employment. A violation of this section as determined by the background investigator shall be grounds for automatic disqualification.

Any offense involving the applicant's participation in the trafficking of any controlled substance as defined in Ohio Revised Code Chapter 2925 shall immediately disqualify the applicant.

14. Failure to register with selective service. Under current law, almost all male U.S. citizens are required to register with Selective Service within 30 days of their 18<sup>th</sup> birthday. Almost all male non-citizens are also required to register, including illegal aliens, legal permanent residents and refugees. For more information on who must register, to find your selective service number or other questions, go to [www.sss.gov](http://www.sss.gov).

## **DRIVING RECORD**

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following will automatically disqualify the applicant.

- 1.) Applicants who have been convicted of aggravated vehicular homicide (2903.06), vehicular homicide (2903.07), or aggravated vehicular assault (2903.08). These are crimes that are also covered in Section (A)(1) of this document.
- 2.) Applicants with ten (10) or more points on their driving record within two (2) years of application.
- 3.) Any single conviction involving operating a motor vehicle while under suspension (4507.02)(B)(1), or leaving the scene of an accident (4549.02) within two (2) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.

- 4.) Any single conviction involving driving while under the influence of alcohol, a drug of abuse, or alcohol and a drug (4511.19) within five (5) years of application.
- 5.) More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
- 6.) Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.
- 7.) A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
- 8.) Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
- 9.) An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.

### **JOB HISTORY**

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Gahanna Police Department shall be grounds for disqualification.

### **MILITARY HISTORY**

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

### **FINANCIAL RESPONSIBILITY**

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy, may be considered.
- 2.) Failed to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

### **TATOOS**

No tattoo, brand or decal or any portion thereof shall be visible to the public on members of the Gahanna Division of Police while wearing any designated Division uniform. Sworn personnel after the effective date of this regulation shall not obtain any tattoo, brand or decal of which any portion would be visible to the public when in normal uniform. Applicants to the Gahanna Police Department that are found in violation of this requirement shall be subject to immediate disqualification from the hiring process.

## **FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS**

Any applicant who fails to cooperate with the Gahanna Police Department and the City of Gahanna in the processing of his/her application for a position with the Gahanna Police Department shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, or the failure to include any information or documents requested by the City or the Gahanna Police Department, in a timely manner, or within specified time limits established by the Investigator.

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Gahanna Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Gahanna employee.

The Gahanna Police Department, through careful and thorough applicant processing procedures, will ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the "higher standard" expectations of the public are met. The citizens of Gahanna deserve nothing less.

## **OTHER CONDUCT**

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) Abused a position of trust through a theft of time or service.
- 2.) A pattern of violating any of Ohio's ethics laws.
- 3.) Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.
- 4.) Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.
- 5.) Failure to correct behavior of an antisocial nature.
- 6.) Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
- 7.) Demonstrated a pattern alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in material problems, employment problems, financial problems, etc.

## **CONCLUSION**

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Gahanna Police Department if

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